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**TO: Economic Support Supervisors
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**FROM: Amy Mendel-Clemens
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BHCE/BWP OPERATIONS MEMO

No.: 03-33

Date: 05/01/2003

Non W-2 ☐ W-2 ☐ CC ☒

PRIORITY: HIGH

SUBJECT: Child Care Provider Certification (CCPC) Roll-out

CROSS REFERENCE: Operations Memo 03-24

EFFECTIVE DATE: May 1, 2003

PURPOSE

This memo announces the rollout of training for the Child Care Provider Certification (CCPC) program and its effect on the Child Care Payment System (CCPS) screens once the certifying agencies start using the new system.

BACKGROUND

Child Care Provider Certification (CCPC) system moved into production on March 31, 2003. Operation Memo 03-24 outlined changes to the CCPS provider screens. The changes have not been noticeable because the certifying agencies have not yet been using the new system. Update access will be granted as soon as certifying agency users are trained.

IMPLEMENTATION

CCPC will begin as a pilot program on May 14, 2003 in the Rhinelander Region, Iron, Price and Taylor counties. The statewide roll out will occur as certifying agencies in each county are trained.

The training schedule is as follows:

Eau Claire	June 10 th	8:30am—4pm
Superior	June 11 th	8:30am—4pm
Oshkosh	June 24 th	8:30am—4pm
Madison	July 21 st	8:30am—4pm
Waukesha	July 23 rd	8:30am—4pm (including some Milwaukee workers)
Milwaukee	July 24 th	8:30am—4pm.

Communication has been sent to certifying agencies giving them more details about the training.

Budget constraints limit the training capability to one hands-on training in each of the 7 Department of Workforce Development (DWD) regions. Twenty seats will be available in each of the regions (except Ashland) allowing most counties to send only one person to be trained. Larger counties with more certification workers will have more slots available.

NOTE ➤ Every certifying agency is required to send at least one person to be trained.

A complete user guide will be available for partner agency staff interested in getting inquiry access to the system.

CONVERSION OF PROVIDERS FROM CCPS TO CCPC

The DWD Child Care Section will not do a mass conversion of certified providers from CCPS into CCPC. Providers will be converted individually as it is convenient to the certifying agencies. **However, active providers must be converted into CCPC by October 31, 2003.** After that date, no new certified providers can be entered into CCPS. All information pertaining to a certified provider such as category details, location address, and age restrictions must come from CCPC.

CARES (CCPS) CHANGES

Once the provider is known to CCPC (converted from CCPS or created in CCPC), certain mainframe screens are locked and cannot be updated by the mainframe users.

The following CCPS screens will be impacted once a provider has been converted from CCPS into CCPC or the certification has been granted through CCPC:

CCWN (Provider W9 Form): This screen will be fully updateable by the mainframe workers and the information on this screen can be updated through CCPC as well.

NOTE ➤ If a mainframe worker changes a provider's name, this information should be manually communicated to the certification staff so that the certifying agency is aware of the change and can print out a new "certificate of approval" with the correct name.

CCPD (Provider Demographics): All fields are updateable by the mainframe workers except the provider location address.

CCAA (Alternative Address): Fully updateable using mainframe or CCPC.

CCRO (Serving Relatives Only): Fully updateable using mainframe or CCPC.

CCRS (Age Restrictions): Mainframe workers will have query access only. Only certification workers can enter age-restrictions once the provider is known to CCPC. If the certification worker enters an age restriction, the system will process the existing authorizations falling within or overlapping the age restriction period to determine if they should be ended, deleted, or split.

CCPL (Provider Listing): "Applicant number" field has been added to this screen. If only an "application number" appears for a provider (no CARES provider number listed), this means the provider has applied to become certified and is known to CCPC. However, the provider's certification has not been approved. Once the certification worker grants a "certificate of approval" CCPC sends the information to the CARES (CCPS) system and assigns a provider number.

CONVERTING PROVIDERS FROM CCPC TO CCPS

For providers who have recently become licensed and have also applied for certification (are known to CCPC, but certificate has not been issued), the CCPS worker needs to do the following in order to convert the provider from CCPC into CCPS:

- Start a new provider in CCPS and enter details in CCNP. CCPL will list the provider with an application number and the worker can convert the provider into CCPS by using PF15 on this screen and issue a licensed category.

CCPC ROLL-OUT EFFECTS ON LICENSED PROVIDERS

All mainframe screens and provider details in CCPS are updateable by mainframe workers.

CHILD CARE SUBSIDY PAYMENT DETAILS

The Child Care Subsidy Payment details for certified providers can be entered either through the mainframe or CCPC. The responsibility to collect and enter the W-9 information onto the CCWN screen remains with the subsidy staff. It is important that the W-9 information is entered correctly to ensure accurate issuance of the 1099.

The system will not allow a subsidy worker to enter an authorization to a certified provider whose subsidy information has not been completed. An edit will display informing the worker that subsidy details must be entered before an authorization can be issued.

CONTACTS

Training and rollout questions: Pirkko Zweifel, 608-261-4595 or pirkko.zweifel@dwd.state.wi.us.

Questions regarding the mainframe screens:

BHCE CARES Information & Problem Resolution Center

Email: carpolcc@dhfs.state.wi.us

Telephone: (608) 261-6317 (Option #1)

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Note: Email contacts are preferred. Thank you.